

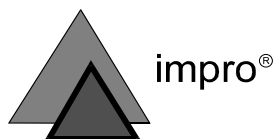
*Impro Technologies  
Access Control Systems*

# **Impro Card Designer Software Module**

**MODEL: IXP933-0-0-GB-XX**

## **USER MANUAL**

<b><i>Excel Services</i></b>	
LAST NAME	<input type="text" value="Mynne"/>
FIRST NAME	<input type="text" value="Juliet"/>
DEPARTMENT	<input type="text" value="Design"/>
	
<i>Quality Products</i>	



**Impro CARD DESIGNER Software Module  
V1.20**



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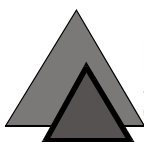


# IMPRO CARD DESIGNER

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# INTRODUCTION TO THE IMPRO CARD DESIGNER

## GENERAL

The Impro Card Designer software module permits the user of an IXP100, IXP200, or IXP300/400 System to design and store templates for printing information on adhesive labels or directly onto credit card tags. A design could typically provide information such as name, department, tag code, and so on for tagholders when used with the system database.

Once a card template design is complete, the information can be printed using the Card Printing software module in the associated IXP100, IXP200, or IXP300/400 System.

In order to use this facility, the Host PC must meet at least the following specifications for the IXP100 (see individual system manuals for IXP200 and IXP300/400 requirements) :

- Processor – Pentium 2.
- Memory –128MB RAM.
- 486DX Motherboard or better.
- Super VGA monitor.
- 100MB of free hard drive space (minimum).
- CD ROM Drive.
- RS232 Port / Keyboard / Mouse.
- Windows 98, NT, 2000 or XP Professional.

## FEATURES

The Card Designer module provides the following features:

- Ability to design one or more card templates.
- Portrait or landscape designs.
- Card or label colouring.
- Card field outline colouring.
- Several different text fonts and font sizes.
- Margin sizing – for blank borders when printing.
- Facility for inclusion of a tagholder image per card.
- Facility for inclusion of tagholder details from the database.
- Several standard drawing field options – lines, rectangles, ellipse.
- Option for user to include custom details from the database.
- Inclusion of a logo or other images.
- Single- or double-sided card design and printing.
- Barcode.
- Date.

**CAUTION:** Certain design options are for use by experienced database operators only. Incorrect use of these options may render this card printing facility unusable. Impro Technologies cannot accept responsibility for such occurrences. Caution notices are included in this manual, where required, to warn the user of these options.

## INITIAL SETUP

The initial setup of the module varies for the three current systems, namely IXP100, IXP200 and IXP300/400. Thereafter the use of the module is identical in all three systems.

This section describes the initial setup requirements.

### CARD DESIGNER SETUP – IXP100 SYSTEMS

#### Installation

The Card Designer software is included on the same CDROM as the IXP100 system software, and is installed together with the updated IXP100 system software. Refer to the IXP100 System Software User Manual for details.

#### Getting Started – New System

If you have installed a fresh copy of IXP100 for the first time, proceed as follows :

- [1] Start the IXP100 program. Notice when editing or viewing tags (not adding tags) there is a "print card" button available on the screen. This button permits printing of the card data for the selected tag (see the IXP100 Software User Manual for details of the printing process).
- [2] Now shutdown IXP100, and start the "Card Designer ". (Be sure **NOT** to have IXP100 running at the same time).
- [3] Design as many templates as you like (refer to **USING THE CARD DESIGNER** below). When printing a card from the IXP100 Tag Details dialog, the program will ask you to specify which template you want to use.

#### Getting Started – Existing System with Updated Software

If you are an established user of IXP100 and have installed an updated copy of IXP100, proceed as follows :

- [1] If you are using an existing IXP100 database, then you will not be permitted to start the IXP100 software until the database is updated. The Database Updating utility will do this (see IXP100 System Software User Manual for details).
- [2] Once you have updated the database, start the IXP100 program as usual. This will operate as before, but notice when editing or viewing tags (not adding tags) there is a "print card" button available on the screen. This button permits printing of the card data for the selected tag (see the IXP100 Software User Manual for details of the printing process).



- [3] Now shutdown IXP100, and start the "Card Designer ". (Be sure **NOT** to have IXP100 running at the same time).
- [4] Design as many templates as you like (refer to **USING THE CARD DESIGNER** below). When printing a card from the IXP100 Tag Details dialog, the program will ask you to specify which template you want to use.

## CARD DESIGNER SETUP – IXP200 SYSTEMS

### Installation

The Card Designer software is integrated into the IXP200 system software, and is installed together with the updated IXP200 system software from V3.2 upwards.

### Getting Started

If you are an established user of IXP200 and have installed a fresh copy of IXP200, proceed as follows :

- [1] Run the UpgradeDataBase utility program in the IXP200 folder, to bring your existing database up to date (see the readme files UpgradeReadme.rtf or .txt in the IXP200 folder and the more detailed UpgradeScriptsReadme.rtf in the IXP200\scripts folder).
- [2] Start the IXP200 program as usual. Note that Card Designer has been added to the menu. Select "Card Designer " from the menu. Design as many templates as you like (refer to USING THE CARD DESIGNER).
- [3] When printing a card from IXP200, the default template will be used. To set the default template, select Card Designer / Set Default Template from the menu.
- [4] This will operate as before, but notice when editing or viewing a tagholder there is a button with printer icon available on the screen. This button permits printing of the card data for the selected tagholder (see the IXP200 Software User Manual for details of the printing process). A card should be printed **before** reading in the tag code and allocating it to the tagholder. This is to ensure optimal printing quality by not handling the card until it is printed and to prevent the data being printed on the wrong card.

## CARD DESIGNER SETUP – IXP300/400 SYSTEMS

- [1] To access the Card Designer, click on the Configuration menu option on the menu bar.
- [2] Select Card Designer. A dialog will appear prompting for a new template project name.

## USING THE CARD DESIGNER – ALL IXP SYSTEMS

### General

From this point on, the use of the Card Designer is identical for all systems.

[1] Start the Card Designer program.

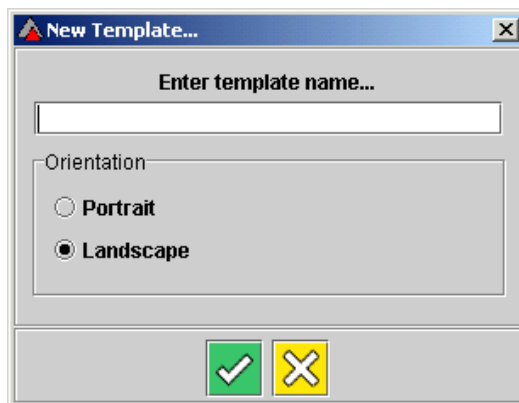


**Introductory Screen**

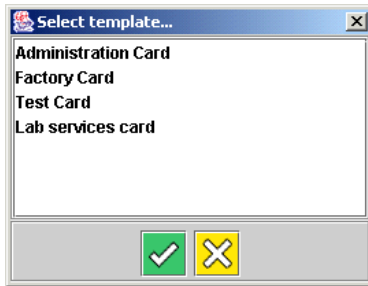
[2] Log-on using the system password.

[3] The New Template dialog will be displayed if this is the first time a template is being designed. The Select Template dialog will be displayed if the Designer has been used previously.

**NOTE :** *When the Card Designer module is opened for the first time, a dialog will be displayed asking for a name to be allocated to the first template design. Once the first name has been allocated, the Select Template dialog shown will appear when the Card Designer is next opened.*



## Initial Dialog

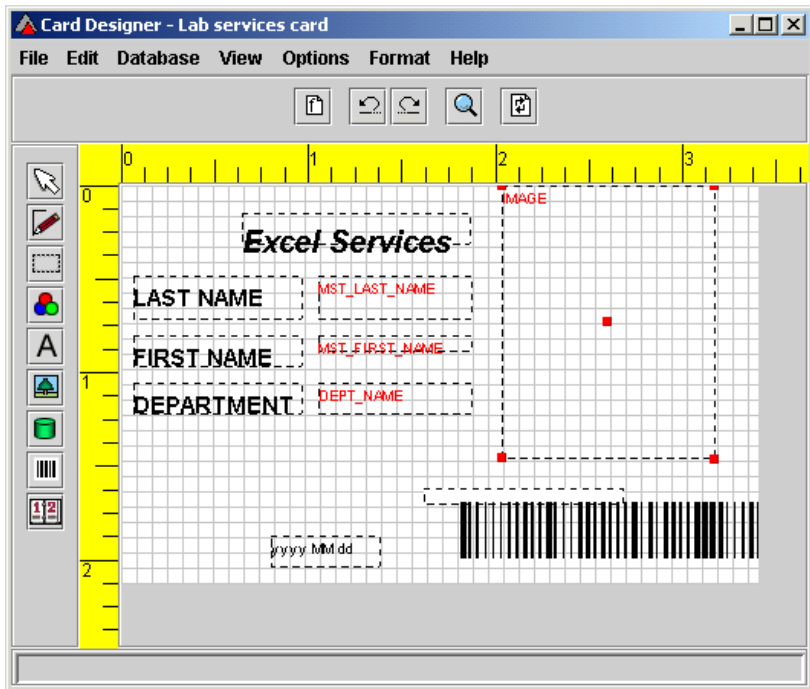


### Select Template dialog

In this dialog, two options are available :

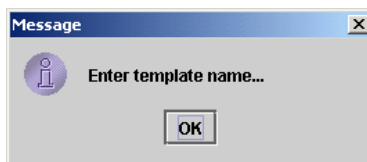
- [1] To select an existing template, highlight the template name by single-clicking on it.
- [2] Display the template by clicking OK.
- [3] The selected template will be displayed, and may be edited. [The existing template **Factory Card** shown is in the process of being generated].

*See next page*



### Existing template selected – partially completed design

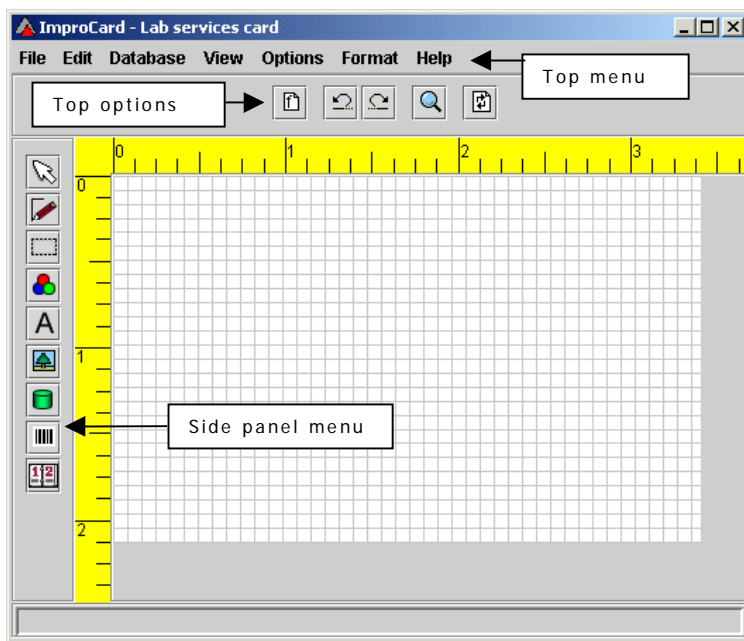
- [4] If Cancel is clicked in the Select Template dialog, the New Template dialog shown below will open.
- [5] This dialog offers the choice of Portrait or Landscape orientation for the new template – select the preferred option.
- [6] Enter the new template name.
- [7] If **OK** is clicked, a new blank template screen will be displayed.
- [8] If **Cancel** is clicked, the dialog shown below will be displayed.



### New project dialog

- [9] If Cancel is now clicked, the Card Designer program will shut down.

A typical new named template, called **Lab services card**, is shown on the next page.



**New blank template**

## FOR EXPERIENCED USERS

The Card Designer principles of operation are similar to other drawing application packages, and are largely intuitive. If you have experience of these and wish to start designing immediately, skip to **DESIGNING A TYPICAL TEMPLATE** now.

## FOR NEW USERS

If you are new to this type of package, read the following information before beginning your design.

The various operational options available are accessed (see the "New blank template" illustration) from :

- The Top Menu.
- The Top Options icons.
- The Side Panel icons.

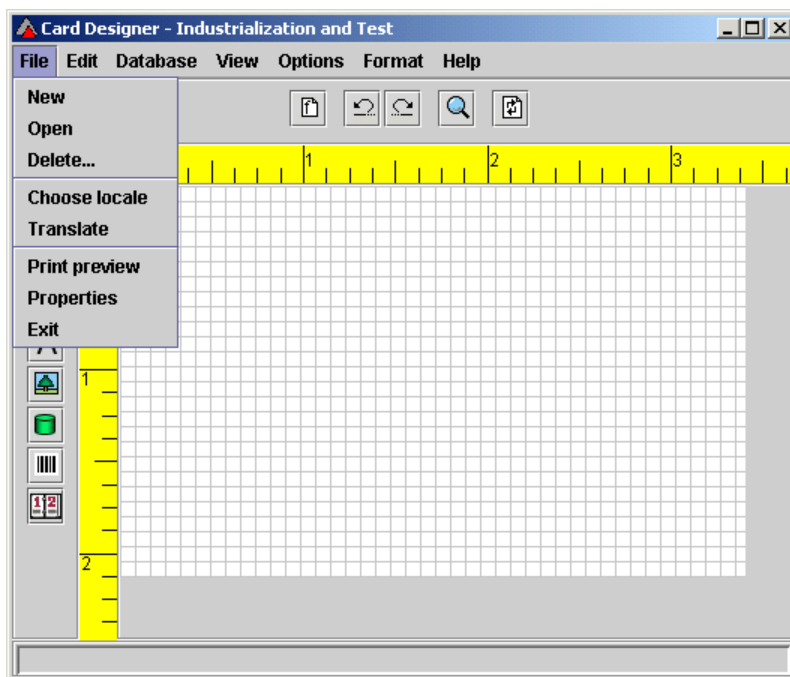
These options are described separately below

## TOP MENU OPTIONS

The various menu options are described here in the order in which they are shown on the menu bar at the top of the Designer screen.

### File Menu

OPTION	DESCRIPTION
New	: Creates a new blank template.
Open	: Opens an existing template from a list provided.
Choose locale	: Allows the choice of the area and language for translation purposes, e.g. Spanish, Costa Rica.
Translate	: Displays a list of all terms used in the Card Designer module, and permits translations of these to be entered in a second column.
Properties	: Permits the setting of the printer margins at the card edges.
Exit	: EXITS THE CARD DESIGNER MODULE.



### File Menu Options

## File Menu – Properties Available

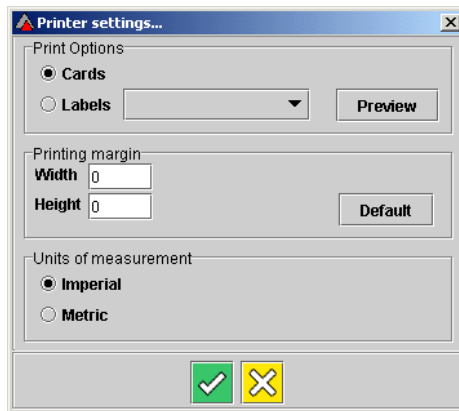
### Rulers

Vertical and horizontal rulers are provided. Selecting the **Units of Measurement** (see below) affects the ruler markings.

### Units of Measurement

The units of measurement can be set to either imperial or metric units. To set these units of measurement proceed as follows :

On the **File Menu**, select **Properties**. The Printer settings dialog shown below will be displayed.



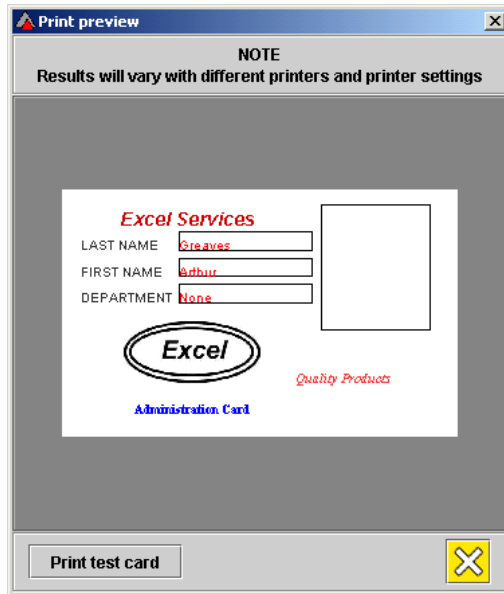
**Printer Settings dialog**

Select the option required, and click **OK**, or click **Cancel** to ignore changes.

### Print preview

A typical print preview screen is shown below.

*See next page*



**Print preview dialog**

## Edit Menu

OPTION		DESCRIPTION
Undo	:	Undoes the previous action.
Redo	:	Restores the previous cancelled action.

## Database Menu

OPTION		DESCRIPTION
Database	:	Permits alteration of the set of database fields that are available
Query	:	for placement in the card template.

**CAUTION :** This option should only be used by experienced database users. The Card Design could be made unusable if this option is used incorrectly.

## View Menu

OPTION		DESCRIPTION
Grid	:	Allows the background grid to be displayed/hidden. Note that

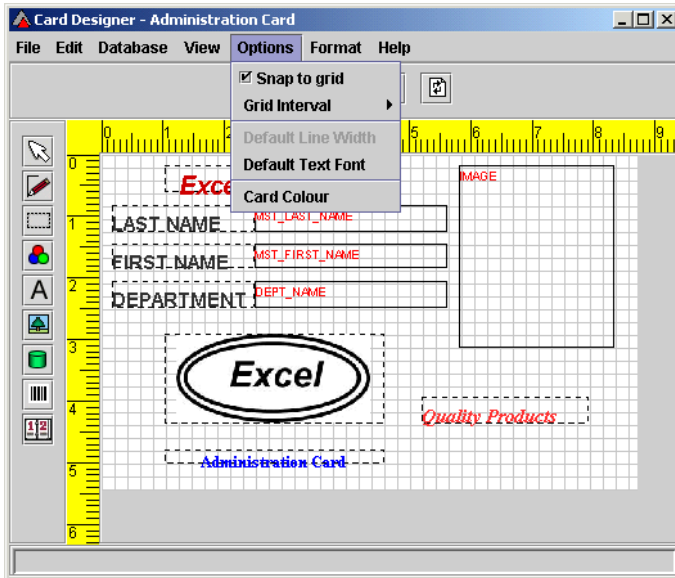


elements still click to the grid lines even when it is hidden.

**Zoom** : Allows the selection of three magnification settings : Small, Medium and Large. (The default setting when the program starts is Large).

## Options Menu

The Options Menu options are shown below.

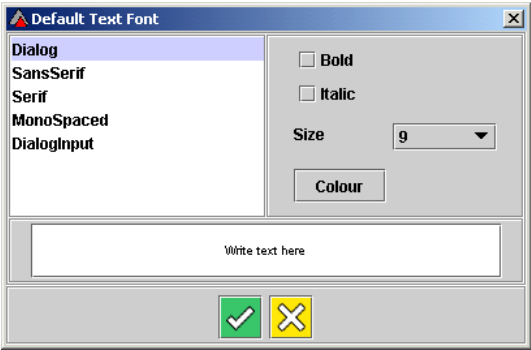


**Options Menu – options**

OPTION		DESCRIPTION
Snap to grid	:	Allows the selection of “Snap to grid ON” (box ticked), which causes drawing elements to line up to the nearest grid lines, OR “Snap to grid OFF” (box unticked) which allows elements to be placed freely.
Grid interval	:	Allows the selection of grid intervals (in pixels) of 5, 10 or 15. The grid can be shown / hidden from the menu options. Also, the grid interval can be changed, but these changes only apply for the rest of the current design session. The next design session will revert back to a 10 unit grid interval.
Default Line Width	:	<i>For future use.</i>

OPTION	DESCRIPTION
--------	-------------

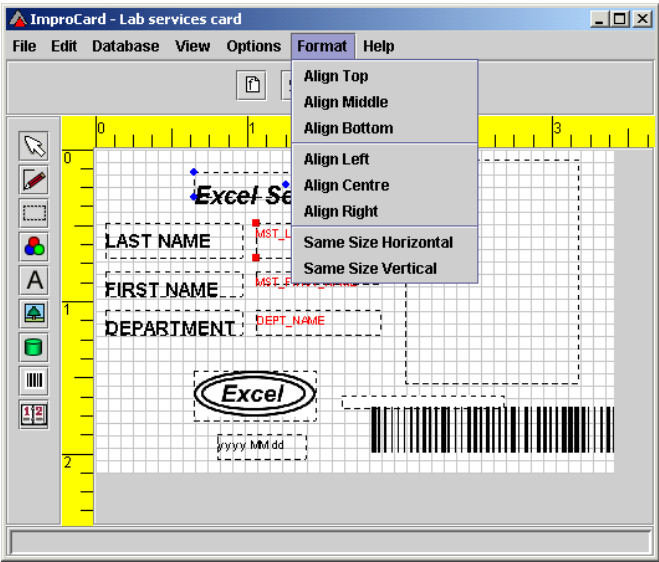
Default Text Font : Sets the default font style/colour/size for future placement of text fields.



Card Colour : Allows the colour of the card to be chosen from 255 colours. This is the colour of the printed card background.




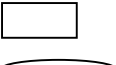



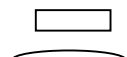
### Format Menu

If more than one object is selected (see below), the Format Menu will be activated.

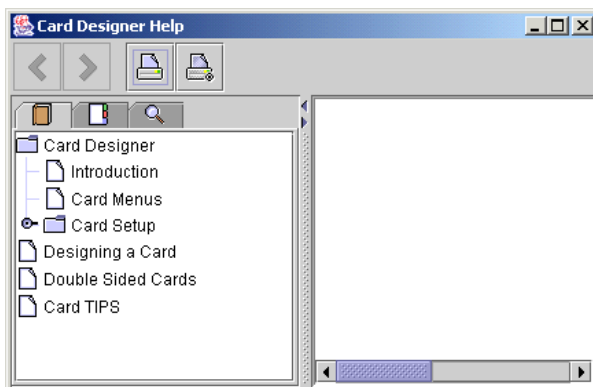


Format Menu

The **Format Menu** provides the options illustrated below. The examples show the effects on a rectangle and an ellipse which have both been selected.




ITEM	ILLUSTRATION
Align Top	: 
Align Middle	: 
Align Bottom	: 
Align Left	: 
Align Centre	: 
Align Right	: 
Same Size Horizontal	: 
Same Size Vertical	: 

## Help Menu








## Help facility access screen

The Card Designer software includes a Help facility. The Card Designer Help access screen is shown above, with an explanation of the icons used. Use this facility if you need guidance when using the program.

SYMBOL		DESCRIPTION
	:	<b>Previous screen</b>
	:	<b>Next screen</b>
	:	<b>Print</b>
	:	<b>Page Setup</b>
	:	<b>Table of contents</b>
	:	<b>Index</b>
	:	<b>Search</b>

## TOP OPTIONS ICONS

At the top of the Card Designer Screen the following icons appear (from left to right) :










SYMBOL	NAME	DESCRIPTION
	Reverse card icon	: Permits the selection of the front or back of a card.
	Undo icon	: Undoes previous action (except delete).
	Redo icon	: Restores previous action (except delete).
	Zoom icon	: Increases/decreases magnification between small/ medium/ large.
	Refresh icon	: Refreshes screen contents.

## FIELD-RELATED OPERATIONS

### Side Panel Icons - Field Types

The **Side Panel Icons** control the generation of Fields.

To place a field, select one of the field types from the toolbar on the left side of the screen (single click). Then drag an area on the card representing the area for the field. On the Side Panel on the left of the Card Designer Screen the following icons appear (from top to bottom) :

SYMBOL	NAME	DESCRIPTION
	Pointer icon	: Permits the selection of any object in the template.
	Line draw icon	: Permits drawing of horizontal or vertical lines. (See paragraph <b>Line Draw Field</b> ).
	Rectangle icon	: Permits drawing of rectangles. (See paragraph <b>Rectangle Field</b> ).
	Ellipse icon	: Permits drawing of ellipses. (See paragraph <b>Ellipse Field</b> ).
	Text icon	: Permits entry of text. (See paragraph <b>Database Field</b> ).
	Image icon	: Permits importation of image (such as logo) in JPEG or GIF format. (See paragraph <b>Image Field</b> ).
	Database icon	: Permits the insertion of database fields of the types listed under the headings <b>IXP100 Database Fields</b> , <b>IXP200 Database Fields</b> and <b>ImproNet IXP 300/400 Database Fields</b> .
	Barcode icon	: Permits the display of a barcode in one of several formats. (See <b>Barcode Field</b> ).
	Date icon	: Provides the date of issue in <b>yyyy-mm-dd</b> format (See paragraph <b>Date Field</b> ).

Each of the above icons permits the creation of a “field”. Each such field is a defined area on the card which will contain the data specified by the icon when the card is printed from the System software.

For example, a **Text** field would contain text included by the designer, a **Database** field would contain specified information from the system database, such as the tagholder’s name.

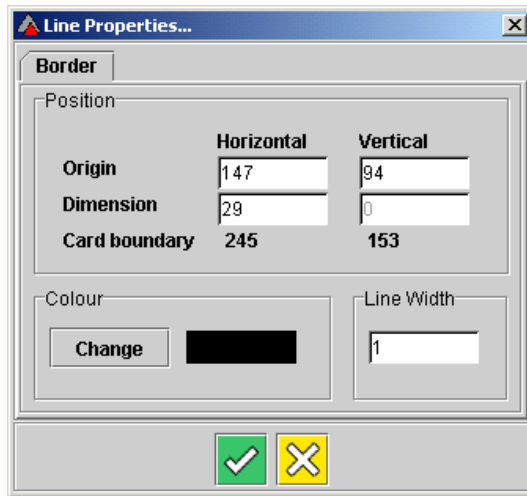
The field types available using the Side Panel icons are described in more detail below.

### Line Draw Function



Line draw icon

: Permits drawing of horizontal or vertical lines. Right-clicking on the line drawn will display the **Line Properties dialog** shown below.



**Line Draw Properties dialog**

## Text Fields



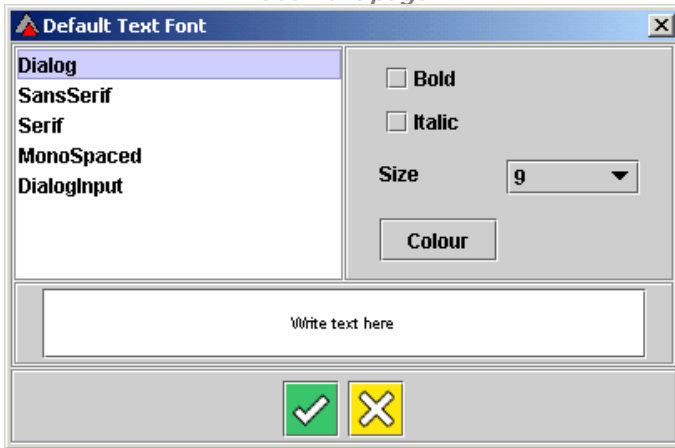
Text icon : Permits entry of text. (See **Select Fonts and Text dialog**).

When a Text field is first created, the options shown below are available.

The font type and size can be selected, as well as the style (Normal, Bold or Italic) and the colour of the text (See the **Select Fonts and Text dialog** below).

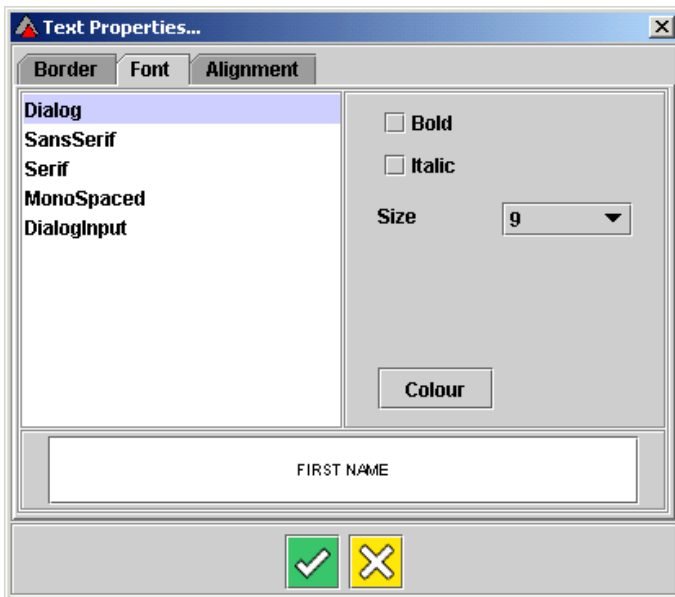
The default font is Dialog, Regular, 9 pt as shown in the dialog below. The default can be changed in this dialog if desired.

*See next page*  
*See next page*



**Default Text Properties dialog**

Note that when editing text (accessed by right-clicking on an existing Text field ), three options become available – “Border”, “Font” and “Alignment”. These are shown in the **Text Properties dialog** below (this is very similar to the Default Text Properties dialog).



**Text Properties dialog**

(a) “Border” permits the placing of a border around the selected text.

- (b) "Text" permits the changing of the test properties.
- (c) "Alignment" permits the alignment of the selected text vertically and horizontally.

## Ellipse Fields

The Ellipse field allows the user to draw ellipses.



Ellipse icon

:

Permits drawing of ellipses. The **Properties** are the same as for **Line Draw**.

## Rectangle Fields

The **Rectangle Field** allows the user to draw rectangles.



Rectangle icon

:

Permits drawing of rectangles. The **Properties** are the same as for **Line Draw**.

## Image Fields

The image field is an image from your disk, such as a logo.



Image icon

:

Permits importation of image (such as logo) in JPEG or GIF format. (See **Image dialog** on next page).

**NOTE :** ***Do not** confuse this field with the tagholder image as defined in the standard IXP100 software (or IXP200 or IXP300/400 ImproNet software).*

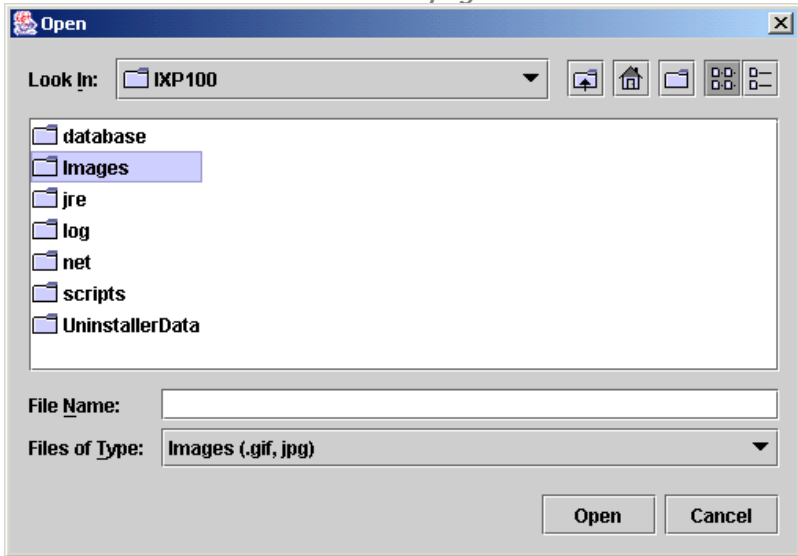
A typical open screen which appears when an Image field has been dragged and the required folder selected, is shown below. In this system the images have been stored in IXP100\Images, but they could of course be anywhere on your PC or network.

Options for this field are selected from **Properties** by right-clicking the field. Options available are : Border (Position, Colour, Line Width) and Alignment (Vertical and Horizontal alignment within the field).

This image field can be used for company logo's etc. Notice that the image can be stretched to fit the allocated area you dragged for it, or maintain its original ratio (change this from the **Properties** for the image, under the **Alignment** tab).

**NOTE :** *The Image border will not be printed to the card. If borders are required, a rectangle can be placed around the image area using the Line Draw option or Rectangle field.*





Typical Image selection screen

## Database Fields

The same procedure applies as for placing other fields.

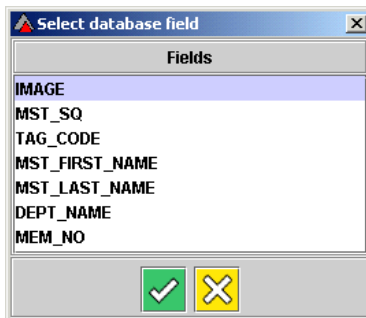


Database  
icon

: Accesses tagholder database data. (See **Select database field dialog** on next page).

## IXP100 Database Fields

The standard Database Fields available in IXP100 systems are shown in the dialog below.



IXP100 Select database field dialog

The system software will place the correct data in these fields for each tagholder when

printing the information to the card provided this data has been entered into the database when registering the tagholder. Items are :

ITEM	DESCRIPTION
IMAGE	The Tagholder's photograph.
MST_SQ	<i>Seldom used – for database maintenance only.</i>
TAG_CODE	The tag code.
MST_FIRST NAME	The Tagholder's first name.
MST_LAST NAME	The Tagholder's last name.
DEPT_NAME	The Tagholder's department name
MEM_NO	Memory Number – this is the Tagholder's ID number.

**NOTE** [for advanced users only] : *Once the first database field has been placed, the “database query” can be modified from the “Database” menu. This allows the user to specify fields other than the default ones for placement. It is the responsibility of the user to ensure this is done correctly.*

**CAUTION:** Other custom database options generated by the user may be included in the card design. However, this option is for use by experienced database operators only. Incorrect use of this options may render this card printing facility unusable. Impro Technologies cannot accept responsibility for such occurrences.

Clicking **Properties** on an existing Database Field provides the following options :

- **Border** – this allows the definition or modification of border Position, Line Width and Colour.
- **Font** – this permits the selection of font type, size and style for the field.
- **Query** – this permits the selection of different data fields.
- **Alignment** – this permits setting the alignment of the data within the field (Left, Centre, Right; Top, Middle, Bottom).

### IXP200 Database Fields

Database fields available in IXP200 are shown below.

ITEM	DESCRIPTION
MA_IMAGE	The Tagholder's photograph.
MST_SQ	<i>Seldom used – for database maintenance only.</i>
MST_FIRST NAME	The Tagholder's first name.
MST_LAST NAME	The Tagholder's last name.
DPT_NAME	The Tagholder's department name.
MST_ID	This is the Tagholder's ID number.

### ImproNet IXP300/400 Database Fields

The standard Database Fields available in IXP300/400 systems are shown in the list below.

ITEM	DESCRIPTION
MST_SQ	<i>Seldom used – for database maintenance only.</i>
MST_TITLE	The Tagholder's title (Mr, Mrs, etc).
MST_FIRST NAME	The Tagholder's first name.
MST_MIDDLE NAME	The Tagholder's middle name.
MST_LAST NAME	The Tagholder's last name.
MST_SUFFIX	The Tagholder's suffix.
MST_ID	The Tagholder's access ID number.
MST_GENDER	The Tagholder's gender.
MST_PIN	The Tagholder's access PIN number.
MST_TYPE	System data which determines whether a tagholder is an employee or a visitor.
MST_CURRENT	System data which determines whether a tagholder is still valid.
EMP_EMPLOYEEENO	The Tagholder's employee number.
EMP_EMPLOYER	The Tagholder's employer's name.
EMP_POSITION	The Tagholder's position in the employer's organisation.
DEPT_NAME	The name of the Tagholder's Department.
SITE_SLA	Site address.
IMG_IMAGE	The Tagholder's photograph.
MSTNT_MEMO	General information specific to the tagholder.

### Barcode field

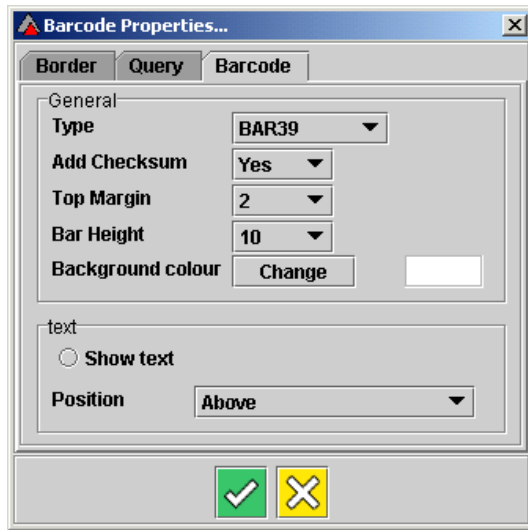


Barcode icon : Permits the display of a barcode in one of several formats. (See **Barcode Properties dialog** below).

The **Barcode** icon gives access to the same database fields as the **Database** icon. Database items chosen for barcoding will depend on the user's requirements. A typical example could be an ID number, if this is available in the database for the system concerned. This could be used, for example, if a barcode reader controls access to a company car park.

The **Barcode Properties** options are shown below.

*See next page*



**Barcode options dialog**

## Date Field



Date icon : Provides the date of issue in yyyy-mm-dd format.

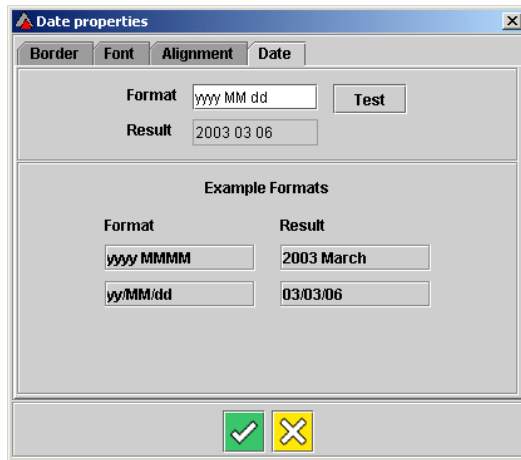
The format can be changed via the **Date Properties dialog** (see illustration).

For example :

yyyy/MMMM/dd ---> 2002/December/14  
OR  
yy-MMMM-dd ---> 02-Dec-14

Note that the separators can be specified (- or /, etc).

*See next page*



**Date Properties dialog**

## Adding Fields

To add a field, left click on its icon, and then drag a space for the field on the card.

Once the space has been dragged, releasing the mouse button will cause a dialog to be displayed giving the available options for that field.

## Moving/Resizing Fields

The pointer icon is used to resize/move elements. Click on this, then on the required field. You should see "selection blocks" on the edges, and one in the middle. Use the middle one to drag the entire field, use the edge ones to resize.

## Deleting Fields

To delete a field, right click on it. Once it has been selected, select **Delete** from the list which appears, or press select the field and press the keyboard **Delete** key.

## Modifying Field Properties

To change the properties of a field, right-click on it. Once it has been selected, select **Properties**. Select the required property. For example, when changing fonts in a text field the same Text Field options dialog appears as shown under **Options Menu** above.

# DESIGNING A TYPICAL TEMPLATE

## GENERAL

Typical operations that can be performed when designing a template are described below. The design of a typical card is used to illustrate these operations.

The Card Designer permits you to define where on the card data will be printed. A card template will typically contain :

- one Image field,
- one or more Text fields.
- one database Image field (tagholder's photo),
- several other Database fields (name, etc)

## PLEASE NOTE :

*Text fields and Image fields contain information which is common to all cards to be printed using a given template, while Database fields contain information which is specific to a Tagholder.*

The typical steps in designing a template are :

- [1] Select whether the grid should be visible or hidden.
- [2] Select Snap to Grid ON or OFF.
- [3] Select the grid spacing required (if used).
- [4] Select the default font required and type in the desired text.
- [5] Set the card colour desired.
- [6] Drag the required fields onto the card in turn, and position and dimension them as required.
- [7] Import required images, such as logo's, into image fields.
- [8] Define the data to be entered into each Database Field.
- [9] Draw the outlines required (such as the card outline, and frames for images, etc).
- [10] Select Card or Label printing as required.
- [11] Select **Print preview** from the **File Menu**, and print a test card or label from the **Print preview dialog** using the **Print test card** button.
- [12] Alter the template elements as required.

## TYPICAL EXAMPLE TEMPLATE

The typical example template, used below, is that for the Marketing Department card for a company called Excel Services.

The specifications for the card are :

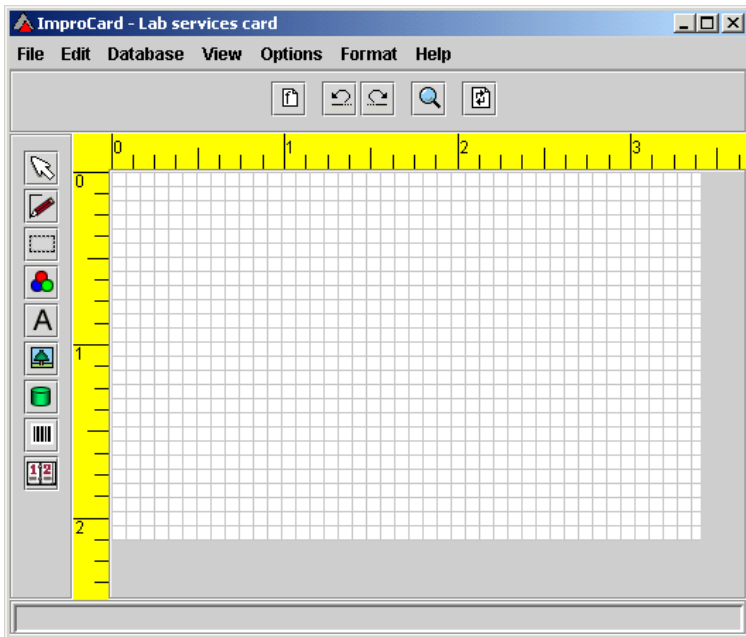
- (a) Card colour.
- (b) Print colour.

(c) Details to be included on the front of the card :

- Company logo.
- Tagholder's image.
- Tagholder's first and last names.
- Department name.
- Company slogan

(d) Details to be included on the back of the card :

- Barcode representation of the tagholder's tag number. i
- Company name.
- Department name.
- Contact details.



**"Lab services card" template**

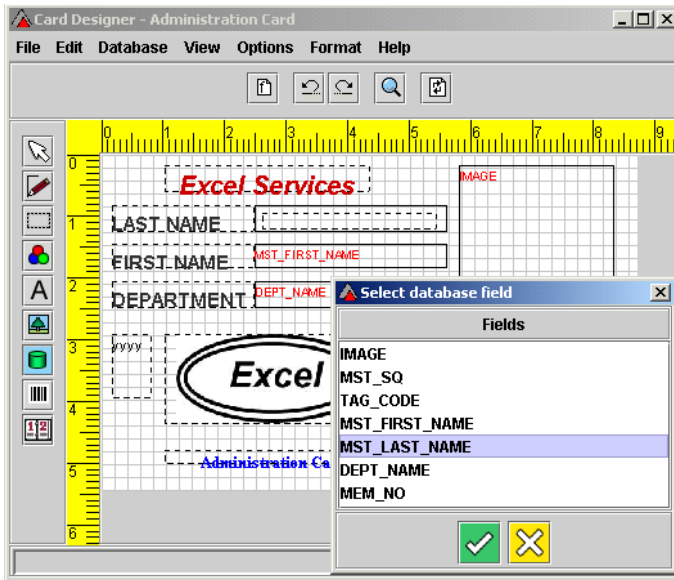
### Tagholder's Image Field

The Tagholder's Image Field is selected from the Database Field selection dialog (see below) by selecting **IMAGE**. When the card is printed, the photograph associated with the tag number in the system database will be placed in this field.

### Drawing Fields

There are three types of drawing fields, namely the Line field, the Rectangle field and the Ellipse field.

Line fields draw horizontal and vertical lines only.



Database Field selection – Last Name

#### NOTES:

1. The dimensions of the outer edges of the grid are the same as those of an ISO credit card tag.
2. Right-clicking on a selected element displays a menu providing the options "Delete" (the selected element) or "Properties" (typically, for a line, Position and Dimension, Colour and Line Width) for the selected element.
3. The templates are saved automatically, there is no save button.

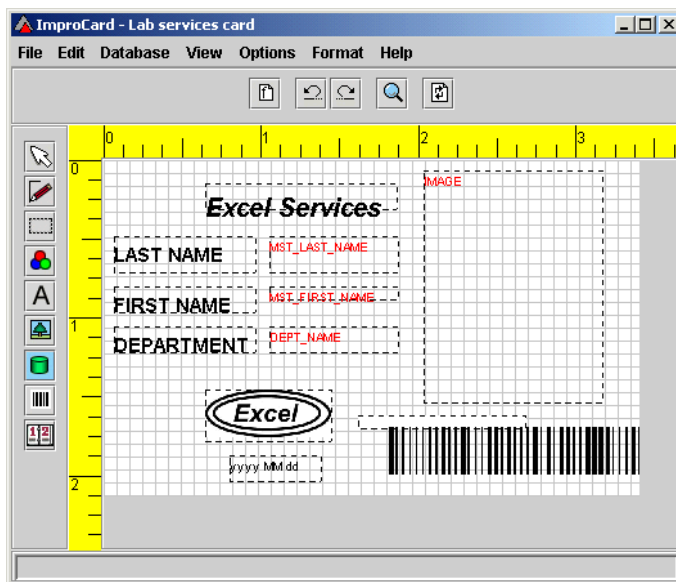
Now, when using the IXP System, you should be able to print to one of the saved templates.

The printing should print to the centre of a standard ISO card, or to a label. A slight border will appear along each edge (about 1mm – 2mm). Note that the type of printing (card or label) and the margins are configurable for each template from the Card Designer (under File/Properties).

#### NOTES :

1. (to users with third party additions to the database) : If the Card Printing module uses third party tables, then any fields that have images, **must** contain the word "IMAGE".
2. Printer driver settings may have to be adjusted to ensure that printing is performed as required. These settings may differ from printer to printer.





**Typical card design ready for printing**

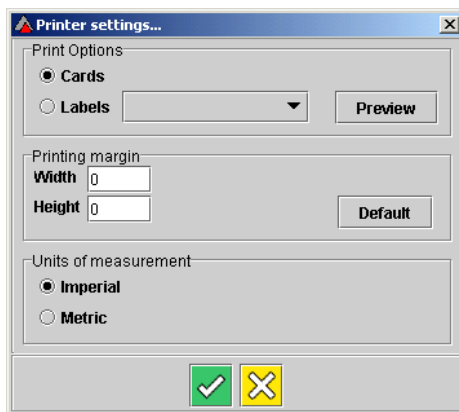
These illustrations show a typical card template and a card printed using the database.

**NOTE :** *Single or double-sided card printing is possible. For details of double-sided printing, please refer to the on-line Help facility.*

### **Card or Label Format Selection**

- [1] At this stage, choose whether the template should be printed in Card or Label format by clicking on "Properties" in the "File" menu. This will cause the "Printer Settings dialog" shown below to be displayed.

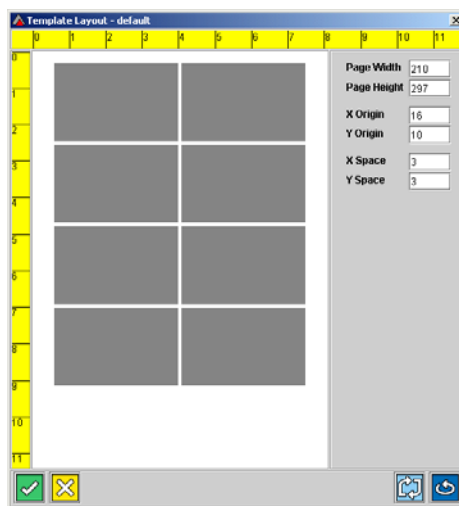
*See next page*



**Printer Settings dialog**

**NOTE :** *The “Imperial/metric” setting affects only the ruler in the main design window.*

[2] Select Card or Label.



**Label template dialog**

[3] If Label is selected :

- Select the particular Label template required from drop-down menu next to the Card/Label selection buttons.
- Click on “Preview” to display the Label template dialog shown. This permits you to preview or alter the template.
- Page Width and Height, the X and Y co-ordinates for the origin, and the X and

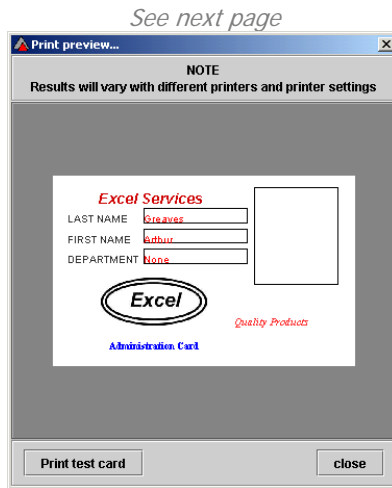
Y spacing between labels can be selected in this dialog by typing in the desired numbers.

**NOTE :** *All the above dimensions are in millimetres.*

## Print Preview

A print preview option is available from the File Menu.

A typical Card print preview is shown next.



**Print Preview screen**

[1] Click **Print test card** to access the printer menu.

[2] Click **close** to exit this dialog.

## Print

Printing of cards is done from the IXP100, IXP200, or ImproNet IXP300/400 application software. The print procedure is described in the associated Software User Manuals.

The print procedure is also described in the online Help facility for the Impro Card Designer software.

## Ending a Design Session

Once a design session on a template is complete, click on **X** to exit the program, or select **Open** from the **File** menu to open another template.

A sample card for 'Excel Services' with a yellow background. The title 'Excel Services' is in blue. There are three input fields: 'LAST NAME' with 'Wynne', 'FIRST NAME' with 'Juliet', and 'DEPARTMENT' with 'Design'. A photo of a woman with blonde hair is on the right. At the bottom left is an 'Excel' logo, and at the bottom right is the text 'Quality Products' in a red script font.

Sample Card

## HINTS AND TIPS

### For Best Image Quality

To obtain the best quality image of a tagholder, It is better to use a logo image (that is, one stored on the Hard Drive) than an image from the Tagholder field in the Database.

**NOTE :** *Be aware that specifying large images can adversely affect performance and greatly increase the size of the database.*

### When using a logo image

- Set the X and Y margins to ZERO.
- If a border is required, use a rectangle.
- Do not use auto-stretch (right-click image → properties).
- Make sure the field dimensions are in proportion, so that the image proportions are not changed when imported as this would produce a distorted image.

### When using a database image

- Set the X and Y margins to ZERO.
- If a border is required, use a rectangle.

## Selecting More than one Field at the Same Time

Click on a field, hold down the <<ctrl>> key, and click on the other fields you want to format.

Right clicking on such a group of fields displays the **Format Menu**.

**NOTE :** *Formatting of all the selected fields will be based on the first field selected.*

## Changing the Properties of a Field

Make sure that the **Pointer** icon has been selected, select the required field and then right-click on the field and choose **Properties**. A **Properties Menu**, tailored to the field concerned, will be displayed.

## USER'S NOTES

## APPLICABILITY OF THIS MANUAL

Design changes to the system may be made which do not affect this manual. For this reason the software and firmware versions quoted here may differ from those in the system. When a change occurs which affects this manual, the manual issue number will change and the software and/or firmware version quoted here will change appropriately. Until that occurs these versions, and any subsequent versions, will be covered by this issue of the manual.

The last two digits of the standard Impro stock code indicate the issue status of the item concerned. This manual is applicable to the Impro Card Designer Software Module **Version 1.20** onwards. The next issue of this manual will determine the final software issue to which this issue is applicable.

*Please advise us of any errors or omissions in this manual  
to enable us to improve our service to you.*

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